

EMERGENCY PREPAREDNESS PLANNING

1. **REASON FOR ISSUE:** To revise National Cemetery System (NCS) emergency preparedness planning policy, formerly contained in NCS Manual M40-2, Chapter 23, Emergency Planning and Procedures.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive sets forth the policies and responsibilities for managing emergency preparedness planning. This directive:
 - a. Establishes the emergency preparedness responsibilities for all management levels in NCS.
 - b. Provides definitions of a national emergency, local emergency and cemetery facility emergency.
 - c. Outlines preparedness functions and activities including policies, plans, procedures and readiness measures.
 - d. Identifies four successors to the Director, NCS, with two of these separately located outside of the Central Office area, in accordance with the guidelines contained in VA Handbook 0320.
3. **RESPONSIBLE OFFICE:** NCS Office of Operations Support (402A), 810 Vermont Avenue, NW, Washington, DC 20420, is responsible for the material contained in this directive.
4. **RELATED HANDBOOK:** NCS Handbook 0320, NCS Emergency Preparedness Planning, and MP-1, Part II, Chapter 13 and appendices to be revised as VA Directive 0320 Emergency Preparedness Planning, VA Handbook.
5. **FUTURE DEPARTMENTWIDE DIRECTIVE:** The Departmentwide directive and handbook are currently in progress regarding VA's emergency preparedness planning policies.
6. **RESCISSIONS:**
 - a. M40-2, National Cemeteries - Administration, Operation and Maintenance, as amended June 1, 1987, Chapter 23, Emergency Planning and Procedures.
 - b. DMA Supplement to MP-1, Part II, Chapter 13, Emergency Preparedness Planning, dated March 30, 1982.
 - c. DMA Circular 40-84-03, Emergency Preparedness - Vital Records Identification and Maintenance, dated April 5, 1984.

/signed/

Jerry W. Bowen
Director, National Cemetery System

Distribution: RPC 4017
FD

EMERGENCY PREPAREDNESS PLANNING

1. REASON FOR ISSUE: This handbook establishes National Cemetery System (NCS) emergency preparedness planning procedures which implement the policies contained in MP-1, Part II, Chapter 13 and appendices into NCS procedures.

2. SUMMARY OF CONTENTS/MAJOR CHANGES:

- a. Responsibilities of Cemetery Directors and Key Officials.
- b. Objectives of Emergency Planning.
- c. Preparation, Distribution and Evaluation of Facility Emergency Plan.
- d. Cemetery Emergency Plan Requirements have been reorganized and expanded.
- e. Alerting Systems.
- f. Natural and Technological Disasters/Civil Disorder.
- g. Appraisal and Reporting.

3. RESPONSIBLE OFFICE: NCS Office of Operations Support (402A), 810 Vermont Avenue, NW, Washington, DC 20420, is responsible for the material contained in this directive.

4. RELATED DIRECTIVE: NCS Directive 0320, NCS Emergency Preparedness Planning and MP-1, Part II, Chapter 13 and appendices.

5. RESCISSIONS:

- a. M40-2, National Cemeteries - Administration, Operation and Maintenance, as amended June 1, 1987, Chapter 23, Emergency Planning and Procedures.
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1. PURPOSE

This directive provides policy, direction, and general orientation to all management levels in the National Cemetery System (NCS) on emergency preparedness planning. Some extensions of the regular NCS mission may be required to coordinate effectively with other departments and agencies. The statutory authority for this directive is 38 U.S.C. 307, 512(a) and 2400(a).

2. SCOPE

a. This directive addresses emergency preparedness functions and activities for NCS. Preparedness functions and activities include, as appropriate, policies, plans, procedures, and readiness measures, including mitigation strategies, which enhance the ability of NCS to mobilize for, respond to, and recover from a designated emergency.

b. Emergency preparedness planning requires consideration of a variety of possible emergency contingencies which may affect the local community and/or NCS facilities, including but not limited to:

(1) National Security Emergencies, such as:

(a) War involving the U.S. Armed Forces, including the threat thereof.

(b) Attack on the United States, including the threat thereof.

(c) Threat to the continuity of the Federal government.

(2) Natural and Technological disasters, such as:

(a) Radiological accidents or emergencies.

(b) Hazardous Materials (HAZMAT) accidents and environmental disasters.

(c) Events declared by the President to be major disasters or emergencies under Public Law 93-288, the Disaster Relief Act of 1974, as amended and renamed The Robert T. Stafford Disaster Relief and Emergency Assistance Act by Public Law 100-707, The Disaster Relief and Emergency Assistance Amendments of 1988, codified as 42 U.S.C. 5121 et seq.

(3) Civil disorders, terrorism or other violent acts.

c. Cemetery facility emergencies are defined as any emergency from fire, building collapse, explosion, disease epidemic involving or jeopardizing cemetery personnel, energy shortage crisis (on a national or regional basis), flood, windstorm or other disasters directly affecting or threatening the facility or its operations, which are not related to civil defense or to those emergencies declared by the President to be major disasters for which NCS has a continuous support role.

d. Vital records will be classified as either emergency operating records (Category A) or rights and interests records (Category B) as defined below.

(1) **Emergency Operating Records** are records which are vital to the essential functions of the NCS for the duration of an emergency and which must be available as needed at or in the vicinity of emergency operating centers, for example, operating budget plan, gravesites available, list of employees in the Ready Reserve.

(2) **Rights and Interests Records** are records which are essential to the preservation of the legal rights and interests of individuals and the U.S. Government and which require protection, but storage points do not have to be at or in the vicinity of emergency operating centers; for example, records of interment.

3. POLICY

a. The policy of NCS is to have sufficient capabilities in all Cemetery Directors and NCS Key Officials to meet essential needs during a national emergency, including the capability to respond to the needs of individuals and State and local governments where required by law or binding directive. NCS Key Officials include the Director, Office of Field Operations; the Director, Office of Operations Support; the Director, Memorial Programs Service; all Service Directors; all Division Chiefs; the Director, Systems Integration Center; and the Directors of the National Cemetery Area Offices. A national emergency is any occurrence, including natural disaster, technological, or other emergency, which seriously degrades or seriously threatens the capability of NCS to meet its mandated responsibilities.

b. Effective emergency preparedness planning requires: identification of functions to be performed during an emergency; the development of plans for performing these functions; the development of the capability to implement the plans; and analysis of events to formulate mitigation strategies which would lessen the impact of future events.

c. Emergency plans and programs will be developed as an integral part of NCS's continuing activities.

4. RESPONSIBILITIES

a. Emergency preparedness is a responsibility at every management level in NCS. Line officials and their staff will be guided by the provisions of MP-1, Part II, Chapter 13, and this directive.

b. The **Director, National Cemetery System** will:

(1) Develop policies, plans and procedures for the performance of emergency functions related to memorial affairs and national cemetery activities;

(2) Develop plans for the continuation or restoration of burial benefits to eligible decedents as soon as possible after a direct attack on the United States and prepare interment operating plans and programs designed to memorialize and inter newly eligible decedents;

(3) Develop plans and procedures for the emergency conduct of interment and memorialization at national cemeteries and for participation with the Department of Defense (DoD), Department of Health and Human Services (HHS), and the Federal Emergency Management Agency (FEMA), as provided for in interagency agreements (see appendices to MP-1, Part II, Chapter 13);

(4) Assist and support the Secretary of Veterans Affairs in discharging responsibilities under Executive Order 12656 (see appendices to MP-1, Part II, Chapter 13);

(5) Assure that NCS field facilities comply with the emergency preparedness policies of VA and NCS. During emergencies which affect NCS facilities, maintain communications with such facilities, effect necessary line direction and control, and report actions taken and emergency conditions to the Secretary; and,

(6) Serve in the line of succession to the Secretary of Veterans Affairs.

c. The **Emergency Coordinator (EC)** for NCS is the Chief, Planning Division, Budget and Planning Service (402A2). The EC will:

- (1) Monitor and coordinate emergency preparedness planning within NCS and between NCS and others;
- (2) Maintain a list of essential personnel within NCS by occupation and skill that would be needed in the event of a national emergency, advise such personnel of their responsibilities on a periodic basis, and submit such list to the Assistant Secretary for Human Resources and Administration and the Director, Emergency Preparedness and Administration Service on an annual basis;
- (3) Ensure the selection, shipment, maintenance, and disposition of NCS emergency operating records (Category A) to VA relocation site(s);
- (4) Conduct an annual review of the emergency records in place at the relocation site(s); and,
- (5) Ensure that during an emergency situation, the Director, Emergency Preparedness and Administration Service (07C), is notified of activated plans, status reports and completed actions.

d. The **Alternate Emergency Coordinator** will be appointed by the EC to act in the EC's absence. The alternate will function as a focal point in NCS for developing policy and plans for the conduct of NCS's emergency management program. The alternate will prepare guidelines for evaluating cemetery emergency plans.

e. **National Cemetery Area Office (NCAO) Directors** will serve as the Area Emergency Coordinators. They will have responsibility for evaluating the cemetery emergency plans. They will also function as planners by identifying and recommending to Cemetery Directors how facility resources can best be used to assist other VA facilities in relieving the effects of an emergency.

f. Each **Cemetery Director** will be responsible for the coordination, preparation, maintenance, and testing of the facility's emergency plan in coordination with local intergovernmental entities.

g. In addition to the foregoing specific assignments, **NCS Key Officials**, as an integral part of their normal responsibility, will actively engage in emergency planning.

(1) For example, NCS Budget Division (402A1) will be concerned with emergency funding, accounting and reimbursement from FEMA for assistance provided in Presidentially-declared disasters; Office of Field Operations (401) will assist with damage surveys, emergency repairs and reconstruction and preparedness of the physical plants; NCAO Directors and other responsible officials will continue to be concerned with problems of emergency relief. Each will retain responsibility for currently assigned normal functions which must be carried out in emergency situations.

(2) Each organizational element will take appropriate measures to protect and maintain its vital records, or copies thereof, for use during and after an emergency.

h. VA's liaison functions with regional offices of FEMA are vested in selected VA field station management positions. The incumbent officials are the designated representatives of VA. These positions are selected on the basis of their geographic proximity to the FEMA regions and on the premise that the Veterans Health Administration (VHA) and the Veterans Benefits Administration (VBA) will share the liaison responsibility.

i. VA's response to national catastrophic disasters and participation under the Federal Response Plan are coordinated by the Director, Office of Emergency Medical Preparedness (104), in conjunction with the Emergency Preparedness and Administration Service (07C), in the Office of the Deputy Assistant Secretary for Security and Law Enforcement.

5. NATIONAL EMERGENCY

a. A national emergency may be declared by the President or Congress as a result of various situations which constitute a major threat to national security. The declaration may be predicated on an overseas war involving United States military forces, or a threatened or actual attack upon the United States. A state of national emergency will be assumed to exist if an attack or other catastrophe has rendered the seat of Government inoperative.

b. The existing formal structure prescribed for NCS to execute its mission will be retained to the extent possible during a national emergency.

c. The provisions of MP-1, Part II, Chapter 13, and the Memoranda of Understanding between VA, Department of Defense, and the Department of Health and Human Services (see Appendix D of MP-1, Part II, Chapter 13) will govern in national emergencies involving a threat or actual attack on the U.S.

d. In an overseas war involving U.S. Forces, the Director, NCS, will address a potential increased workload in collaboration with DoD.

6. SUCCESSION

a. Applicability

(1) Succession will take place only in an emergency and when the principal is unavailable, or succession is directed by higher authority. Communication within the line of succession will avoid conflict of authority.

(2) Succession to the NCS positions specified will take place only in an emergency and when the principal is unavailable or succession is directed by a higher authority. Succession will continue until the successor is relieved by the principal, someone higher than the successor in the order of succession, or by direction from a higher authority.

(3) The individual who succeeds to the office of a principal official shall promptly report that fact to the next higher management level by the most expeditious means of communication available; e.g., an individual succeeding the Director, NCS, will report to the Secretary.

(4) Each successor designee must be familiar with the duties that would be performed in an emergency.

b. Lists of Successors

(1) Lists of successors to the Director, NCS, NCAO Directors, and NCS Office and Service Directors will be provided by the principal official to the Alternate NCS Emergency Coordinator (402A2) for inclusion in VA's Essential Records System. Lists of successors will be reviewed and updated annually.

(2) Lists of successors to National Cemetery Directors will be developed and maintained in the cemetery's Emergency Plan.

(3) In the absence or incapacity of the Director, NCS, during an emergency, he or she will be automatically succeeded, in the order indicated, by the incumbents who have been appointed by the Director, NCS, to the positions listed below who are available at any location with command capability.

(a) Director, Office of Field Operations

(b) Director, Office of Operations Support

(c) Director, National Cemetery Area Office, Atlanta

(d) Director, National Cemetery Area Office, Denver

(4) Each NCS Key Official will designate appropriate position(s) in order of priority to serve as his or her successor in the event of his or her absence or incapacity during an emergency.

(5) Each National Cemetery Director will designate appropriate position(s) in order of priority to serve as his or her successor in the event of his or her absence or incapacity during an emergency.

7. REFERENCES

a. National Security Act of 1947, as amended.

b. Public Law 103-337, the National Defense Authorization Act for Fiscal Year 1995.

c. Public Law 93-288, the Disaster Relief Act of 1974, as amended and renamed The Robert T. Stafford Disaster Relief and Emergency Assistance Act by Public Law 100-707, The Disaster Relief and Emergency Assistance Amendments of 1988, codified as 42 U.S.C. 5121 et seq.

d. Veterans' Administration and Department of Defense Health Resources Sharing and Emergency Operations Act, Public Law 97-174, May 4, 1982, as amended.

e. National Security Decision Directive Number 47 (NSDD-47), July 22, 1982, Emergency Mobilization Preparedness.

f. Federal Preparedness Circulars (FPC) issued by the Federal Emergency Management Agency (FEMA).

g. National Plan of Action for Emergency Mobilization Preparedness.

h. Executive Order 11490, Assignment of Emergency Preparedness Functions to Federal Departments and Agencies, October 28, 1969, as amended.

i. Executive Order 12148, Federal Emergency Management, July 20, 1979.

j. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, April 3, 1984.

k. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, November 18, 1988.

l. Executive Order 12657, Federal Emergency Management Agency Assistance in Emergency Preparedness Planning at Commercial Nuclear Power Plants, November 18, 1988.

m. The Federal Response Plan.

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SECTION I -- INTRODUCTION

1. PURPOSE AND SCOPE.....	I-1
2. RESPONSIBILITIES OF CEMETERY DIRECTORS AND KEY OFFICIALS.....	I-1
3. OBJECTIVES OF EMERGENCY PLANNING	I-1

SECTION II -- EMERGENCY PLANNING

1. PREPARATION, DISTRIBUTION, AND EVALUATION OF FACILITY EMERGENCY PLAN	II-1
2. CEMETERY EMERGENCY PLAN REQUIREMENTS.....	II-2
3. ALERTING SYSTEMS.....	II-5
4. NATURAL AND TECHNOLOGICAL DISASTERS/CIVIL DISORDER	II-5
5. APPRAISAL AND REPORTING.....	II-5

INDEX.....	INDEX-1
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EMERGENCY PREPAREDNESS PLANNING

SECTION I -- INTRODUCTION

1. PURPOSE AND SCOPE

This handbook contains procedures for emergency preparedness planning throughout the National Cemetery System (NCS). This handbook addresses emergency preparedness functions and activities for NCS. Preparedness functions and activities include, as appropriate, plans, procedures and readiness measures based on the policy contained in the NCS Directive, NCS Emergency Preparedness Planning.

2. RESPONSIBILITIES OF CEMETERY DIRECTORS AND KEY OFFICIALS

The procedures of this handbook apply to all management levels within NCS. See NCS Directive 0320, Emergency Preparedness Planning, for additional information on policy and responsibilities.

3. OBJECTIVES OF EMERGENCY PLANNING

The major objectives of emergency planning in NCS are to develop and maintain capabilities to:

- a. Safeguard remains, visitors and personnel;
- b. Prevent damage to and loss of property, particularly uninterred remains and records necessary for providing services to beneficiaries. (The sanitary disposal of contaminated remains will be in accordance with the Department of Health and Human Services guidelines.);
- c. Protect the ability of cemetery facilities to continue to conduct regular interments;
- d. Coordinate inter-NCS facility cooperation in the interest of achieving maximum effectiveness during emergency operations; and,
- e. Gather and furnish casualty and damage information promptly to VA or other authorized officials.

SECTION II -- EMERGENCY PLANNING

1. PREPARATION, DISTRIBUTION AND EVALUATION OF FACILITY EMERGENCY PLAN

a. Each NCS facility will prepare and maintain an adequate written emergency plan, as described in paragraph 2 of this Section, designed to cope with emergency operations under three basic provisions:

(1) Emergencies within the cemetery due to fire, flood, windstorms, blizzards, earthquakes, tornadoes and the like;

(2) Large-scale local emergencies in which the cemetery receives large numbers of eligible deceased from the immediate area it serves; and,

(3) Nationwide emergencies resulting from an attack on the U.S. or overseas war involving U.S. forces.

b. Each NCS facility will maintain a current emergency plan which is immediately available to the Cemetery Director at all times. The plan should be reviewed periodically and updated to assure accuracy. Revisions in whole or in part should be made whenever necessary.

c. Each NCS facility will forward one copy of its current emergency plan to the Area Emergency Coordinator (AEC) by October 31 of each year for review and approval. Any revisions should be forwarded at the time of publication.

d. The AEC will conduct an annual review of each cemetery's emergency plan. Each AEC will send a copy of each approved cemetery plan with a report of findings and recommendations to the NCS EC (402A2) by December 31 of each year.

e. Cemetery Directors are required to train employees to function during emergencies and to encourage employee participation in facility emergency planning. Directors should ensure that necessary training for emergencies is conducted so that emergency plans are effective when activated on brief warning. The training should assure:

(1) An understanding of NCS's emergency mission and the ability to accomplish it;

(2) Effective use of available survival measures;

(3) That all NCS employees are advised to reestablish contact with their assigned duty station or the nearest manned VA facility; and,

(4) That all NCS employees are aware of the emergency registration and information program which will be administered by the U.S. Postal Service following an attack on the United States.

f. Cemetery Directors will ensure that the emergency plan is tested annually. Results of the test should be forwarded with the current emergency plan when it is submitted to the Area Emergency Coordinator.

(1) Directors should give particular attention to realistically evaluating the probable post-attack circumstances in emergency exercises related to civil defense. Exercises of this type should include reception of a large enough number of deceased to tax the facility's capabilities. Shortages of personnel, equipment and supplies should also be examined.

(2) While many emergencies cannot be anticipated, some, nevertheless, have a reasonable degree of predictability and, therefore, should be anticipated. They, in the main, are those emergencies that are due to weather disturbances that occur every year at certain seasonal times depending on the geographical area. For example, blizzards can and should be expected from November to March at such cemeteries as Fort Logan, Fort McPherson, Fort Snelling and Fort Custer National Cemeteries. Tornadoes can be expected from early spring through the summer at Fort Scott, Little Rock, Memphis, Camp Butler National Cemeteries and many others in the Central and Southern states. Hurricanes can be expected during late August, September and October in Puerto Rico, St. Augustine, Beaufort, Biloxi, Barrancas, Wilmington, Calverton and Massachusetts National Cemeteries, as well as other locations on the South Atlantic and Gulf coasts. Because of the obvious predictability of such weather disturbances in certain areas, the Cemetery Directors of cemeteries in those areas should, if at all possible, conduct their tests of the emergency plan just prior to the arrival of the season in which an emergency most probably would occur.

2. CEMETERY EMERGENCY PLAN REQUIREMENTS

Cemetery Directors will develop facility emergency plans. Each cemetery will have a unique emergency plan which considers the cemetery's size, interment rate, number of employees, geographical location and climate. The emergency plan should anticipate all emergency situations applicable to the community in which the cemetery is located and the potential effects on the NCS facility, the community and the state. However, the following data, as applicable to the facility, should be included in a facility's emergency plan in the order listed.

a. **Administrative:** Each cemetery's emergency plan will:

- (1) Be dated and indexed;
- (2) Identify the cemetery's Emergency Planning Coordinator by title;
- (3) Cite current emergency planning authorities;
- (4) Provide for periodic updating and annual testing of the emergency plan;
- (5) Provide for lines of succession at the Cemetery Director's and lower supervisory levels;
- (6) Provide a description of the cemetery's organization for emergency operations, including lines of authority and responsibility;
- (7) Provide for emergency and reserve supply availability;
- (8) Provide for emergency maintenance of the physical plant including standby power, fuel conservation, water conservation, etc.;
- (9) Identify and provide for the safeguarding of essential records, equipment and supplies;
- (10) Estimate the effect of an Armed Forces Reservist or National Guard call-up on the cemetery's emergency plan;
- (11) Provide fallout shelter plans and provide for radiological monitoring and other civil defense related to nuclear activities;
- (12) Identify professional resources, including fire and ambulance services, personnel of local utility companies, support personnel of the VA servicing station, and technical support personnel of Field Operations, which could be utilized to make technical determinations; and,

(13) Include details relating to receiving assistance from or providing assistance to other VA facilities.

b. **Interments:** Each cemetery's emergency plan will:

(1) Provide for protection of casketed and cremated remains within the cemetery that may be exposed because of floods or earthquakes;

(2) Provide for emergency use of employees beyond normal work hours;

(3) List capabilities for increasing the number of gravesites on a limited or a maximum need basis, including the use of areas or sites not previously intended for interments;

(4) Establish procedures for the receipt and interment of the deceased;

(5) Establish contingency plans for burials in the event access to gravesites is impaired;

(6) Provide for mass burial of eligible decedents;

(7) Provide for contingency operations when conditions prevent interment activities and prevent cemetery employees from reaching the cemetery to perform prescribed duties; and,

(8) Provide for situations where interment services must be delayed; the next-of-kin should be given the option of returning the remains to the funeral home and rescheduling the interment; holding the committal service at the most appropriate place in the cemetery; or authorizing the Cemetery Director in writing to hold the remains in the cemetery pending resumption of ability to bury (provided adequate storage is available).

c. **Communication:** Each facility's emergency plan will:

(1) Describe alert signals;

(2) Provide an emergency callback plan (cascade system);

(3) Provide for prompt alerting and activation of the facility emergency plan during regular and irregular duty hours;

(4) Provide for communication and coordination with other VA facilities, local government authorities and with those State and Federal organizations which have primary disaster relief responsibilities;

(5) Provide for reporting of emergency actions and conditions to the National Cemetery Area Office (NCAO) Director; and,

(6) Provide for backup communication systems for both internal and external communications.

d. **Transportation:** Each facility's emergency plan will:

(1) Provide for traffic flow and control at driveways, committal areas, etc.; and,

(2) Provide for the evacuation of the cemetery if the cemetery is endangered.

e. **Energy:** In the event of a national or state energy emergency, cemetery functions should be prioritized to provide for continuing operation. A checklist should be established for reduction of operations and establishment of alternate methods of accomplishing essential work without the use of critical fuel supplies. Consideration should be given to allocation of work priorities if employees are unable to report for duty due to lack of private vehicle fuel. The following energy curtailment suggestions should be analyzed by the Cemetery Director to determine the most appropriate proposal or group of proposals to include in or activate as part of the facility's emergency plan.

(1) **Interments:**

- (a) Only equipment essential to interments will be operated.
- (b) All operations not directly connected with interments will be curtailed.
- (c) Graves will be excavated by hand to the extent possible.
- (d) Personnel not being used for grounds maintenance will be reassigned to an interment crew.
- (e) Whenever possible, the cemetery representative will accompany the funeral coach rather than use a government vehicle.

(2) **Grounds Maintenance:**

- (a) Ascertain which equipment is absolutely essential to the operation of the cemetery within the limits of the energy shortage.
- (b) Curtail mowing and trimming operations that are seasonally accomplished.
- (c) Mow only those areas that are developed.
- (d) Stop all mowing and trimming operations until emergency relief is assured.
- (e) Use hand-pushed mowers to the greatest extent possible.
- (f) Reduce the use of power equipment and increase the use of manual labor for all maintenance activities.

(3) **Building Maintenance:**

- (a) Determine which buildings may be closed down completely during the crisis.
- (b) Heat service buildings only sufficiently to protect plumbing.
- (c) Drain water pipes in service buildings to eliminate the need for heat.
- (d) Limit the use of heating and electrical equipment.
- (e) Reduce space being heated or lighted.
- (f) Lower the thermostat setting further than present guidelines.
- (g) Eliminate the use of air conditioning.
- (h) Consider the elimination of security lights and flagpole lights.

3. ALERTING SYSTEMS

a. **Central Office Notification Requirements:** The Director, NCS, receives teletype or electronic notices of all Presidential declarations of emergencies and major disasters. National emergency warnings are also routed to the office of the Director, NCS, by the Federal Emergency Management Agency (FEMA). Depending upon the emergency situation, the Director, NCS, will initiate telephone or teletype communications to concerned NCAO Directors, Cemetery Directors, Central Office program officials and VA Liaison Representatives to FEMA Regional Offices.

b. **Field Facility Notification Requirements:** Cemetery Directors and NCAO Directors are required to maintain, on a current basis, a predetermined telephone calling network to receive and relay messages during both duty and nonduty hours. NCAO Directors and the Director, NCS, will be immediately notified of an emergency affecting a cemetery when any portion of the cemetery's emergency plan is placed in effect. This requirement for emergency notification also includes foreseeable emergencies (e.g., a hurricane) which might be expected to cause concern as to its potential effect on the field facility.

4. NATURAL AND TECHNOLOGICAL DISASTERS/CIVIL DISORDER

a. The Disaster Relief Act of 1974, Public Law 93-288, gives the President broad powers to provide immediate assistance through all departments and agencies of the Federal Government when a major disaster occurs. In this situation, as in national emergencies, FEMA is responsible for coordinating federal civil response in accordance with the provisions of Executive Order 12148, Federal Emergency Management, July 20, 1979, and the National Defense Authorization Act for Fiscal Year 1995, Public Law 103-337. FEMA has the authority in a declared major disaster or emergency to issue "mission assignments" to any federal agency with the resources and capability to provide disaster assistance. These services may be reimbursable when a "mission assignment" is issued. Under the Federal Response Plan and in national catastrophic disasters, the Director, Office of Emergency Medical Preparedness (104), in conjunction with the Emergency Preparedness and Administration Service (07C), in the Office of the Deputy Assistant Secretary for Security and Law Enforcement, coordinates VA's participation with FEMA at the national level. In general, Federal assistance in preparing for and dealing with the effects of emergencies is supplemental to efforts and resources expended by local and state governments for these purposes. NCS will provide emergency relief services in accordance with existing laws, regulations, and the established Memorandum of Understanding between VA and FEMA (see Appendix of MP-1, Part II, Chapter 13).

b. In administering its regular programs, NCS can provide burial to eligible disaster victims, supplies and expertise to the community and other assistance as authorized by legislation or a FEMA "mission assignment" issued in accordance with current laws. Such assignments and specific instructions to field facilities will be directed by VA Central Office officials including the Secretary, the Director, NCS, and Area Directors.

5. APPRAISAL AND REPORTING

a. On activation of a cemetery's emergency plan due to the threat or occurrence of an emergency, an emergency log will be prepared by the facility so that a detailed and chronological record of all emergency related actions will be available if needed. When the emergency or the threat of emergency has ended, a written narrative summary report of the emergency will be furnished by the facility to the Director, NCS, (402A2) through the NCAO Director.

b. Cemeteries will also maintain a record of emergency related expenses, and all actual and/or anticipated emergency costs will be identified and reported to NCS Budget Division (402A1), Central Office, with notification to the Director, NCS. Budget Division (402A1) will establish and maintain a record, by emergency, by field facility, of the total emergency related expenses of the facility. This applies to any unreimbursed expenses of providing emergency services, of whatever nature, to any organizations or to persons other than eligible beneficiaries, to property damage and/or other loss to the facility, and to any emergency related costs above the normal costs of providing regular interment and memorialization services to eligible beneficiaries.

INDEX

A

Alert network, II-5
Alert signals, II-3
Annual review, II-1
Area Emergency Coordinator, II-1
Armed Forces Reservists, II-2

B

Blizzards (see weather-related emergencies)
Burial, mass, II-3

C

Cascade system, II-3
Communication, II-3
Contingency operations, II-3
Contingency plans, II-3

D

Department of Health and Human Services, I-1
Disaster Relief Act of 1974 (Pub. L. 93-288), II-5
Duty station, II-1

E

Earthquakes (see weather-related emergencies)
Emergency, area coordinator, II-1
Emergency, energy, II-4
Emergency, expenses, II-6
Emergency, large-scale, II-1
Emergency, maintenance, II-4
Emergency, nationwide, II-1
Emergency, plan, II-1, II-2
Emergency, registration/information program, II-1
Emergency, testing of plan, II-1
Evacuation, II-3

F

Fallout shelter, II-2
Federal assistance, II-5
Federal Emergency Management Agency (FEMA), II-5
Fire (see weather-related emergencies)
Flood (see weather-related emergencies)
Fuel, II-4

G

Gravesites, II-3, II-4

H

Hurricanes (see weather-related emergencies)

I

Interments, II-3, II-4
Interment scheduling, II-3

J

K

L

Line of authority, II-2
Line of responsibility, II-2
Line of succession, II-2
Local emergencies, II-1

M

Maintenance, II-4
Maintenance, buildings, II-4
Maintenance, grounds, II-4
Mass burial, II-3
Mission assignment, II-5
MP-1, Part II, Chapter 13, II-5

N

National Guard, II-2
Nationwide emergencies, II-1
Notification requirements, II-5

O

P

Personnel, I-1, II-3
Plans, emergency (see emergency, plans)
Professional Resources, II-2
Public Law 93-288, II-5
Public Law 103-337, II-5

Q

R

Radiological monitoring, II-2
Records, I-1, II-2, II-6
Remains, I-1, II-3
Remains, casketed, II-3
Remains, contaminated, I-1
Remains, cremated, II-3
Remains, uninterred, I-1
Record of emergency related expenses, II-6
Reporting expenses, II-6
Reserve supply, II-2

S

Shortages, II-1
Signals, alert, II-3
Servicing stations, II-2

T

Tornadoes (see weather-related emergencies)
Training, II-1
Transportation, II-3

U

V

Visitors, I-1

W

Weather-related emergencies, II-1, II-2, II-5

Windstorms (see weather-related emergencies)

X

Y

Z